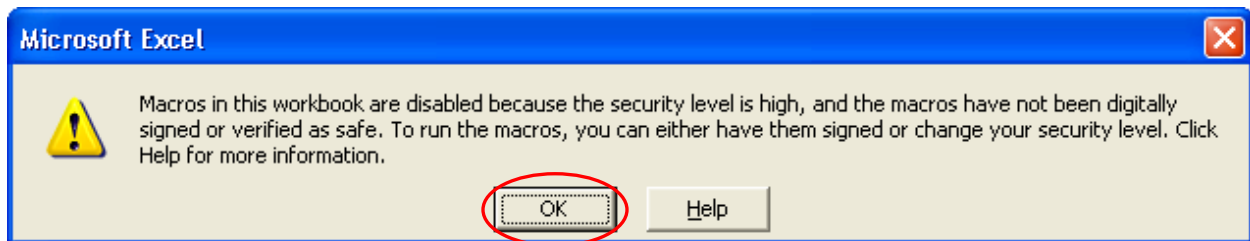


# Instructions for Use of the Nursing Sensitive Indicator Excel Transmittal Workbook

## for Collection and Submittal of Nursing-Sensitive Indicator Data to MHDO

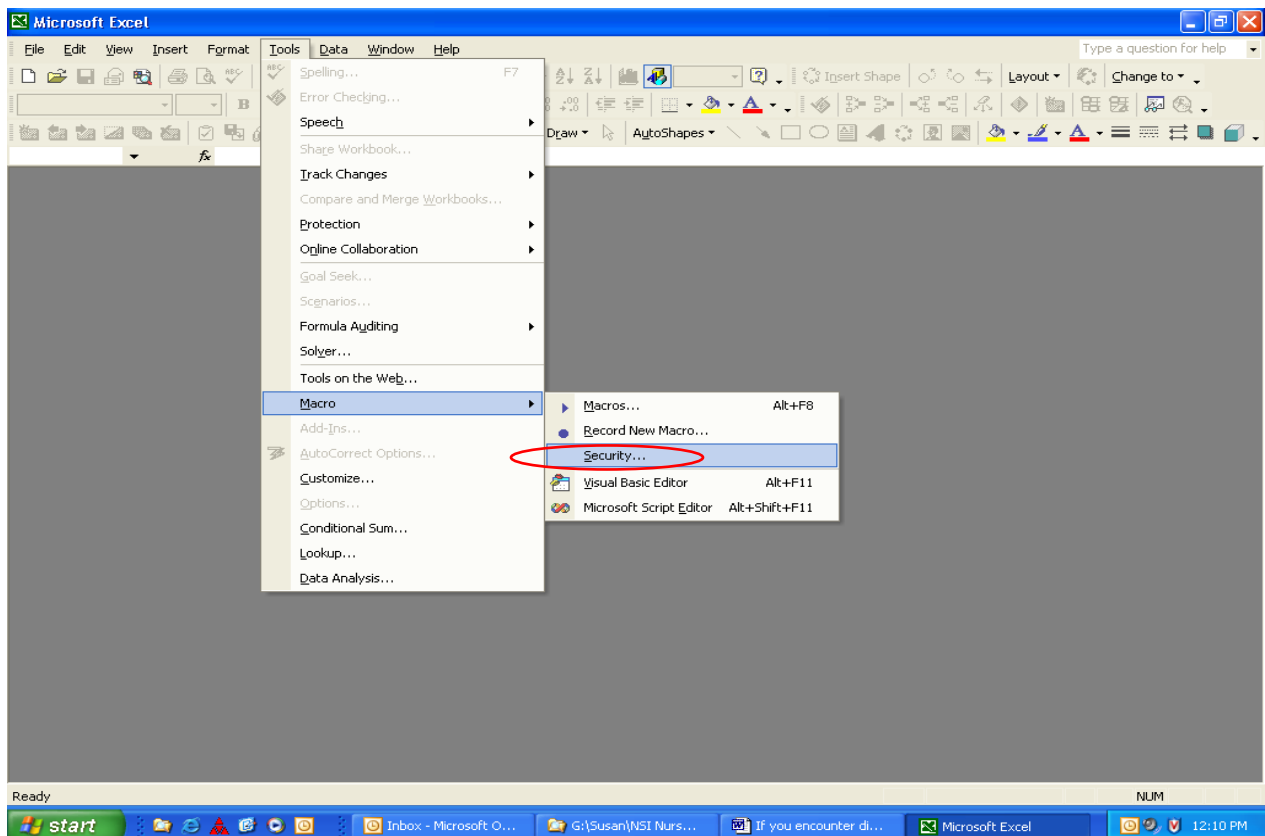
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If you encounter difficulty opening the Nursing Sensitive Indicator (NSI) Excel Workbook (if you get a message like the one below) it means the macro security settings on your computer are set to "High" or "Very High". Or you may get a security warning message similar to # 4 below (if so, skip to step #4).

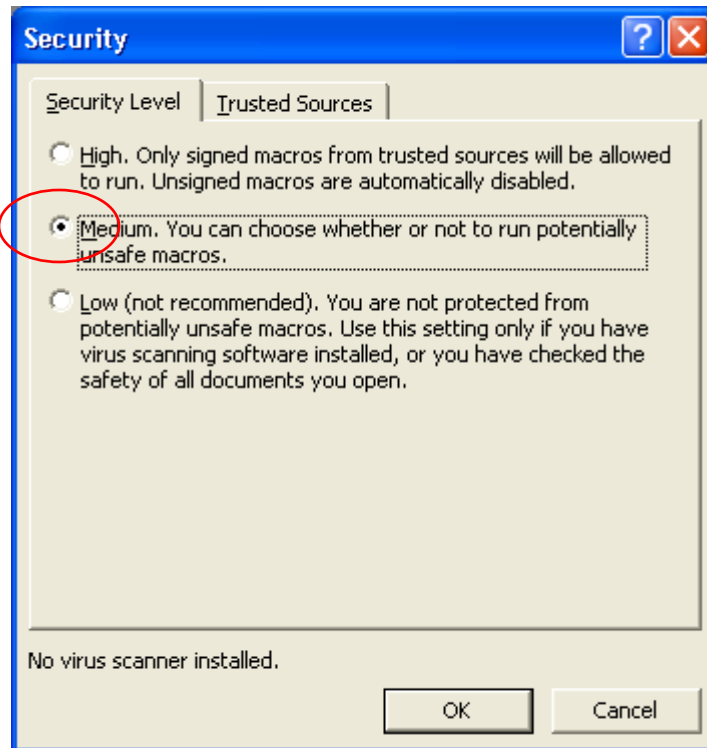


Click "OK" above and review the following for a quick solution (you may want to check with your Technical Support staff before doing). To enable the NSI spreadsheet macro:

1. Select the **Tools** menu option and then select **Macro** and **Security** (see below).

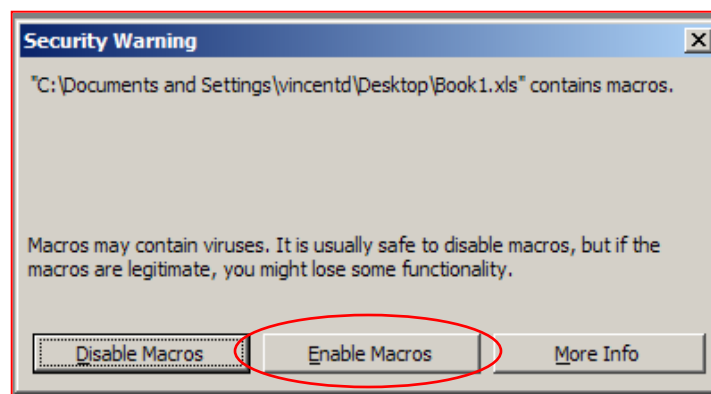


2. In the resulting **Security** dialog, set the security level to Medium by clicking the **Medium** radio button (see below).



3. Close the file and close all Excel programs currently running on your computer.

4. Open the file again. You will get a security warning message (see below).



Click the **Enable** button when prompted to allow the macro to run.

## Use of the NSI Data Transmittal Datasheet for Collection of Data

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - FinalExcelDataTransmittalSheet6.xls". The Excel interface includes the menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help), the toolbar, and the worksheet area. A dialog box titled "Required Information" is open, displaying the following content:

**Please choose Hospital from the dropdown list.**

[Dropdown menu]

**Contact Information**

First Name [Text box] Last Name [Text box]

**Contact Telephone Number**

[Text box] 207 [Text box] - [Text box]

**Data Period**

☐ First Quarter ☐ 2005

☐ Second Quarter ☐ 2006

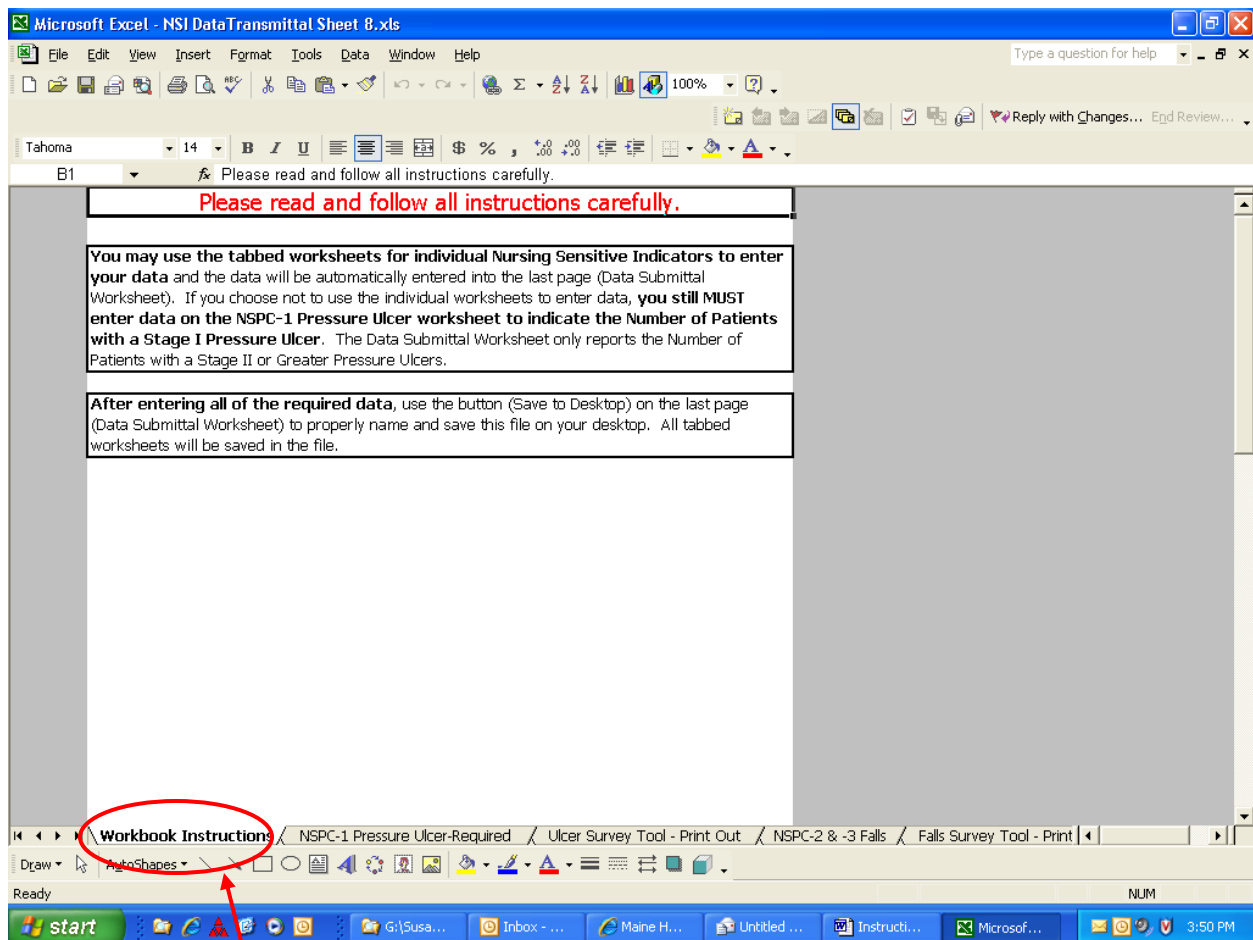
☐ Third Quarter ☐ 2007

☐ Forth Quarter ☐ 2008

Cancel Continue >>

The background Excel worksheet contains text instructions, including "Please read and follow all instructions carefully." and "You may use the tabbed worksheets for entering your data...". The taskbar at the bottom shows the Windows Start button and several open applications, including "Inbox - Microsoft Outlook", "G:\Susan\NSI Nurs...", "Instructions for Use...", and "Microsoft Excel - Fi...". The system clock shows 4:28 PM.

First **select the name of your hospital from the drop-down menu** in the "Required Information" dialog box that opens upon opening the Excel workbook. **Enter name and phone number** for contact information. Please select which **quarter** and **year** of data to be submitted and **select the "Continue >>" button** to proceed.



See **"Workbook Instructions"** (first tabbed worksheet) on the use of the workbook. You may use the tabbed worksheets for entering data for each individual Nursing Sensitive Indicator and the data will be entered automatically into the last page, the Data Submittal Worksheet. There are formulas in the spreadsheets that help you calculate measures and insert them into the last worksheet for submittal.

If you choose not to use the individual worksheets to enter data, **you still MUST enter data on the "NSPC-1 Pressure Ulcer – Required" worksheet to indicate the number of patients with a Stage I pressure ulcer.** This is the second tabbed worksheet in the file. The "Data Submittal Worksheet" only reports the Number of Patients with a Stage II or Greater Pressure Ulcer and we require data on both Stage I and Stage II and greater.

Microsoft Excel - FinalExcelDataTransmittalSheet6.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Tahoma 10 B I U

A3 Date:

1 NSPC-1: Hospital Acquired Pressure Ulcer Prevalence

2 **REQUIRED - Data must be entered on this worksheet and submitted along with the Data Transmission Worksheet**

3 Date: \_\_\_\_\_

4 Report for Year, Quarter: \_\_\_\_\_

5

6

For NSI Reporting - Patients with more than one ulcer should be counted only once under worst ulcer staging category

Unit Name - Official Nomenclature	Enter Unit's Name at Your Facility	Number of Unique Patients With Hospital Acquired Pressure Ulcer Stage I Only	Number of Unique Patients With Hospital Acquired Pressure Ulcer Stage II or Greater (Numerator)	Number of Patients in Prevalence Survey (Denominator)
<b>Critical Access Hospitals</b>				
Mixed Acuity 1				
Mixed Acuity 2				
<b>Neonatal</b>				
Level III/IV Critical Care 1				
Level III/IV Critical Care 2				
Level II Intermediate 1				
Level II Intermediate 2				
Level I Continuing Care 1				
Level I Continuing Care 2				
Well Baby Nursery 1				
Well Baby Nursery 2				
Mixed Acuity 1				
Mixed Acuity 2				
<b>Pediatric</b>				
Critical Care-Pediatric 1				
Critical Care-Pediatric 2				
Step Down 1				
Step Down 2				
Medical 1				
Medical 2				
Surgical 1				

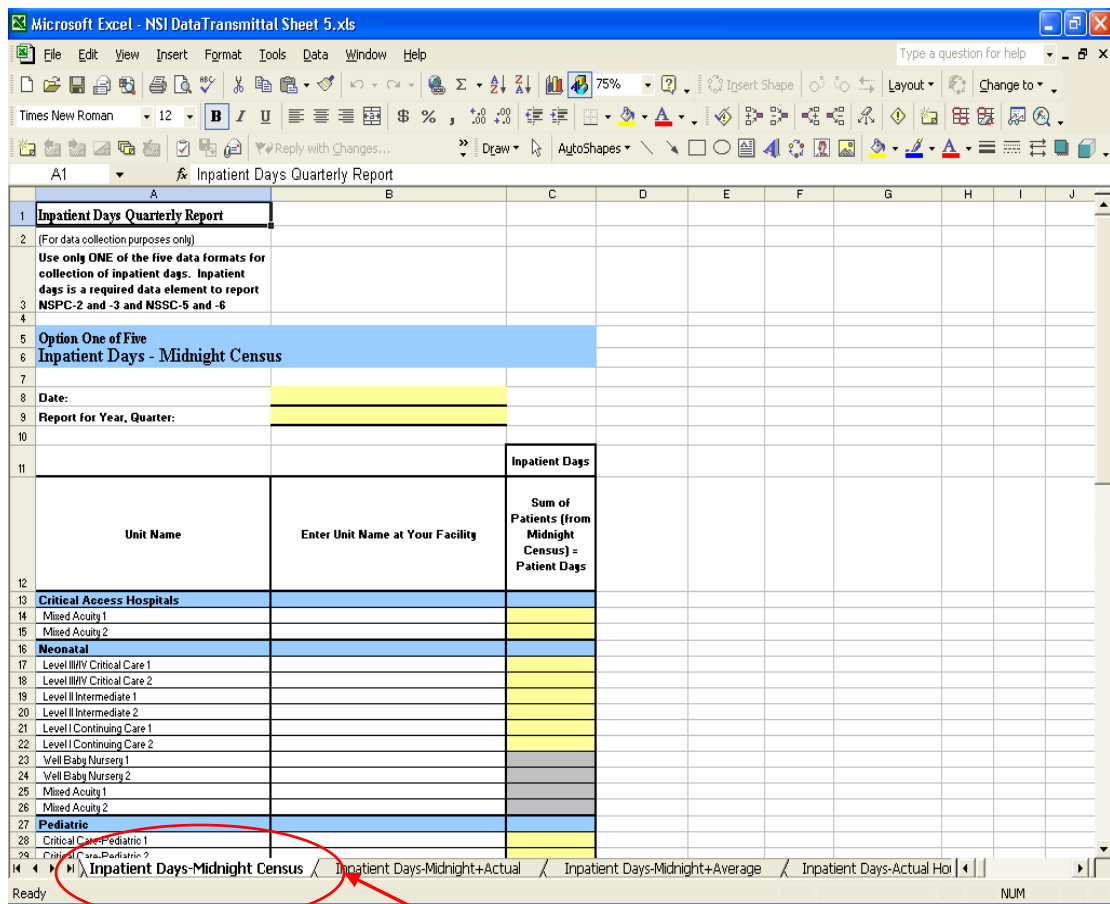
Workbook Instructions NSPC-1 Pressure Ulcer-Required Ulcer Survey Tool - Print Out NSPC-2 & -3 Falls Falls Survey Tool - Print

Ready NUM

start

inbox - Microsoft O... G:\Susan\NSI Nurs... Instructions for Use... Microsoft Excel - Fi... 4:33 PM

Click on the tabbed worksheets to enter data. To view the spreadsheet, move the **scroll bars** on the right side up and down or on the bottom to the right and left. There are 14 worksheets (see tabs at bottom of page) starting with "**NSCP-1 Pressure Ulcer – Required**" and ending with "**Data Submittal Worksheet**".



Five worksheets are labeled **"Inpatient Days"** with the five methods for collection of Inpatient Days (e.g., **Midnight Census**, **Midnight Census Plus** Inpatient Days from **Actual** Hours for Short Stay, **Midnight Census Plus** Inpatient Days from **Average** Hours for Short Stay, Inpatient Days from **Actual Hours**, or Inpatient Days Averaged from **Multiple Census**). **Choose only one method** using the most accurate method that is within the capabilities of your hospital system (see "Inpatient Days" under definitions in the NSI Microspecifications Manual at the MHDO website).

## Submittal of Data

When you have completed entering data, save the file to your computer. Then select the **"Data Submittal Worksheet"** tab and click the button in the upper right that says **"Save to Desktop"**. The macro will run a program that properly names the file (with your MHDO Hospital ID Number), saves all the tabbed worksheets and posts the file to your desktop.

Send as an email attachment to [QualitySubmissions.MHDO@maine.gov](mailto:QualitySubmissions.MHDO@maine.gov).

## Alternate Submittal Process

For those who do not choose to use the "Save to Desktop" button feature (or for some reason are unable to do so) you must save a copy of your file using the naming convention below.

**NSI-2000XX-2012QRT4** (for data for Oct, Nov, Dec 2012)

**NSI-2000XX-2013QTR1** (for data for Jan, Feb, Mar 2013)

**NSI-2000XX-2013QTR2** (for data for Apr, May, Jun 2013)

**NSI-2000XX-2013QTR3** (for data for Jul, Aug, Sept 2013)

Where **2000XX** is your hospital's MHDO ID Number as listed below.

ID #	NAME
200018	AROOSTOOK MEDICAL CENTER
200004	ACADIA HOSPITAL
200051	BLUE HILL MEMORIAL
200007	BRIDGTON HOSPITAL
200023	C.A. DEAN MEMORIAL
200055	CALAIS REGIONAL
200031	CARY MEDICAL CENTER
200024	CENTRAL MAINE MEDICAL CENTER
200057	DOROTHEA DIX PSYCHIATRIC CENTER
200027	DOWN EAST COMMUNITY
200033	EASTERN MAINE MEDICAL CENTER
200037	FRANKLIN MEMORIAL
200040	H.D. GOODALL
200026	HOULTON REGIONAL
200041	INLAND HOSPITAL
200050	MAINE COAST MEMORIAL
200015	MAINE GENERAL - AUGUSTA & WATERVILLE
200009	MAINE MEDICAL CENTER
200066	MAYO REGIONAL
200008	MERCY HOSPITAL
200044	MID-COAST HOSPITAL
200002	MILES MEMORIAL
200003	MILLINOCKET REGIONAL
200038	MT DESERT ISLAND
200010	NEW ENGLAND REHABILITATION
200052	NORTHERN MAINE MEDICAL CENTER
200025	PARKVIEW ADVENTIST MEDICAL CTR
200063	PENOBSCOT BAY MEDICAL CENTER
200062	PENOBSCOT VALLEY HOSPITAL
200012	REDINGTON-FAIRVIEW GENERAL
200056	RIVERVIEW PSYCHIATRIC CENTER

200016	RUMFORD HOSPITAL
200028	SEBASTICOOK VALLEY HOSPITAL
200019	SOUTHERN MAINE MEDICAL CENTER
200067	SPRING HARBOR HOSPITAL
200006	ST ANDREWS
200001	ST JOSEPH
200034	ST MARYS REGIONAL MEDICAL CENTER
200032	STEPHENS MEMORIAL
200013	WALDO COUNTY GENERAL
200020	YORK HOSPITAL

### **Questions or Assistance?**

If you have questions or need assistance with use or submittal of the NSI Excel Spreadsheet please contact MHDO at 287-6722.